

ADMINISTRATIVE ASSISTANT REPORT

MARCH 2016

03/18/2016

FINANCIALS:

1. I'm starting to gather all the 2015-year end reports, supporting documents, balancing & verification of outstanding liabilities, etc. and plan bring to the auditors mid-April or thereabouts.
 - a. I still have quite a few finishing up tasks and reporting items to be done for 2015.
2. The Madeline Island Ferry Line has paid their 2016 dock lease payment. Nelson Co. has remitted their 2015 tonnage and rates. Their lease payment is due in August.
 - a. C.A. Nelson & Son's annual lease expires 5/14/2016.
3. Airport Hangar & Industrial Zone lease billings have been sent and payments are coming in.
4. County H maintenance reimbursement costs for 7/01/2015-12/31/2015 was compiled and sent to Ashland County Highway. Payment has been received.
5. Reports are being sent to the Bayfield School & MIFL regarding expenditures from the Winter Transportation Designated Fund. The three parties agreed that any 2015-2016 season un-spent funds will remain in the designated fund.
6. The end of March completes the 2016 1st quarter, which means quarterly payroll reports to be completed and submitted. These must be done by April 30th.
7. Sale tax reports were previously required quarterly, now required by the Dept of Revenue to be done monthly.
8. Figures were compiled for the cost of Big Bay Town Park improvement project.

MISCELLANEOUS:

1. Micaela went over the paperwork and processes needed to follow for Absentee Voting.
2. I'll be spending some time catching up on a lot of odds and ends.

GRANTS:

1. Ted is finishing the annual MRF Self-Certification report that will need to be submitted to the DNR via their web-site. It is due by March 30th. Ted is compiling his collection & shipment types and weights which will also be needed for the Annual Recycling Unit Grant (RUG).
2. The DNR's 2015 Annual Recycling Unit Grant (RUG) Report is due the end of April. I'll start calculating the actual costs & revenues and input into the DNR's web-site, along with Ted's information of collection types & amounts, as well as shipments.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk